

Minutes

Maine Association of Health Care Quality

DATE:	03/27/2009
ATTENDANCE:	Cindy Bridgham, Jeff Gregory, Beth Dodge, Cheryl Roberts, Paula Dustin, Betsey Shew, Sue Wilcox, Sue Butts-Dion, Mary Ann Johnson, Jennifer Charrette
ABSENT:	
RECORDER:	J. Charrette
NEXT MEETING:	May 13, 2009, Conference Call, 2 p.m.-4 p.m.

PURPOSE: To support professional growth, development, and education of healthcare quality management professionals

SUMMARY	
HOMEWORK:	<p>C. Bridgham:</p> <ol style="list-style-type: none"> 1. Confirm transaction costs for PayPal (related to new MAHQ online meeting registration and membership application processes). <p>B. Shew:</p> <ol style="list-style-type: none"> 1. Prepare Financial Report for members to present at June educational program. <p>Program Committee:</p> <ol style="list-style-type: none"> 1. Finalize program and brochure for the June educational program. 2. Apply for CEU credit for June meeting. <p>J. Charrette:</p> <ol style="list-style-type: none"> 1. Send out newsletter prior to the June meeting. <p>M. Johnson:</p> <ol style="list-style-type: none"> 1. Confirm Maine CPHQ's with NAHQ (for Program Committee to identify potential speakers for the June program). 2. Speak with Betsey Shew offline about communication of new members and member renewals via e-mail.

RECOMMENDATIONS AND ACTION PLANS			
<i>Suggestion/Action/Recommendation</i>	<i>Who is Responsible</i>	<i>Target Date</i>	<i>Status</i>
1. Call to Order	All	N/A	Agreed
2. Review and approval of minutes:	Accepted as submitted.	N/A	Agreed
Regular/Old Business			
3. Treasurer's Report	Finalized Audit report: Betsey discussed the final 2007 report by auditor Joanne Fuller. Minor discrepancies were noted in March and November 2007 but in MAHQ's favor. The auditor recommends that the Treasurer maintain a		

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<ul style="list-style-type: none"> • Treasurer's Report (cont.) 	<p>spreadsheet log of deposits with detailed descriptions of each deposit. As a gift for completing the audit, the Board agreed to send the accountant a copy of the book <i>Crucial Conversations</i> and copies of the printed materials from the corresponding educational program.</p> <p>Financial Report: Betsey to prepare a financial report in PowerPoint for presentation to the larger MAHQ membership at the next educational program planned for June 12, 2009.</p>	<p>6/12/09</p>	<p>Betsey to make presentation at June meeting</p>
<p>4. Membership Updates:</p>	<p>Membership Report: Mary Ann Johnson reported on the MAHQ Membership status.</p> <p>The Board discussed:</p> <ul style="list-style-type: none"> - offering discounted annual MAHQ membership to those who are also NAHQ members (\$40 instead of \$50) - adding a space for NAHQ membership number to the MAHQ application. <p>The Board agreed to vote on these recommendations at the next Board meeting and confirm any necessary changes to the MAHQ bylaws.</p> <p>Mary Ann presented a draft language that will accompany future membership application/renewal forms that outlines the benefits of MAHQ membership.</p> <p>Communication between the Treasurer and Membership Chairs about renewals/new membership renewals was discussed again. Mary Ann to follow-up with Betsey offline.</p>	<p>5/13/09</p> <p>No date given</p>	<p>Board to vote at next meeting</p> <p>Mary Ann to discuss with Betsey Shew</p>
<p>5. Education Report</p>	<p>Education Report: Sue Wilcox reported that 5.5</p>		

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	<p>Continuing Education Units (CEUs) were approved by both NAHQ and ASHRM for the March educational program.</p> <p>The June program was discussed and will be comprised of a CPHQ certification overview, highlighting the benefits of CPHQ certification, a State and Federal legislative update. The program will be held on June 12, 2009 at the Maine Hospital Association in Augusta.</p> <p>Sue Wilcox or Cheryl Roberts to send an outline of CPHQ topics to CPHQ-certified MAHQ members to sign up as presenters. Mary Ann Johnson agreed to obtain list from NAHQ of CPHQ certified members in Maine.</p> <p>The Program Committee to contact Mary Mayhew and Sandy Parker about presenting State and Federal legislative updates.</p> <p>The Program Committee to finalize June program and brochure, and to apply for CEUs.</p>	<p>6/12/09</p> <p>No date given</p> <p>No date given</p> <p>No date given</p>	<p>Agreed</p>
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<p>6. Website Update</p>	<p>Website Update: Cindy Bridgham reviewed Mark McGhie's quote for setting up an online system for processing MAHQ meeting registrations, new member applications, and membership renewals. The Board agreed that the Treasurer, Membership Chair and President should have access to the new system and receive activity notifications. PayPal would be used to process payments with a per transaction fee to MAHQ. Cindy to confirm the transaction fee. The Board agreed that the MAHQ Treasurer should manage the MAHQ PayPal account.</p>	<p>5/13/09</p>	<p>Cindy to confirm PayPal transaction cost and address any additional Board questions at next meeting.</p>
<p>New/Other Business</p>			
<p>7. NAHQ</p>	<p>Jeff described the NAHQ Leadership Summit in Chicago scheduled for May 1-2, 2009. Jeff and Paula will attend and represent MAHQ. NAHQ to cover the costs of hotel but attendees are responsible for transportation expenses. The Board agreed to cover the cost of transportation to the summit for the MAHQ President and President-elect.</p>	<p>5/09</p>	<p>Agreed</p>
<p>8. Newsletter</p>	<p>Jennifer Charrette will produce next quarterly MAHQ newsletter prior to the June program.</p> <p>The Board is looking for other members that might be interested in helping with the newsletter.</p> <p>The Board agreed to remove Board member telephone numbers from the newsletter version that is posted on the MAHQ website.</p>	<p>6/12/09</p>	<p>Agreed</p>
<p>Next meeting</p>	<p>May 13, 2009 from 2 p.m.-4 p.m. via conference call</p>	<p>5/13/09</p>	<p>Agreed</p>